

**BY ORDER OF THE COMMANDER
MACDILL AIR FORCE BASE**

**MACDILL AIR FORCE BASE
INSTRUCTION 90-100**



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Special Management

DAVIS CONFERENCE CENTER

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This instruction implements Air Force Policy Directive (AFPD) 90-1, *Policy Formulation*, and establishes the procedures for scheduling and conducting events and meetings in the 6th Communications Squadron, Davis Conference Center (6 CS/DCC). This publication applies to all 6th Air Mobility Wing (6 AMW) staff agencies, mission partners, Department of Defense (DoD), and other Federal/State/Civil agencies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This is a rewrite of MACDILLAFBI 90-200, *Davis Conference Center*. The number of the instruction has been changed to coincide with the implemented directive, AFPD 90-1. This document has been substantially revised and must be completely reviewed. Major changes include revision to paragraph 2. to include revised and better defined facility, and displays/exhibits section. Streamlined scheduling priority and deleted Priority 5 (paragraph 3.). Listed Fire Marshall approved maximum seating capacity per room (paragraph 5.). Added capability of the DCC to assign temporary access codes to the CORONA Room and the Distinguished Visitor (DV) Suites area upon request (paragraph 6.5.); revised and better defined responsibilities of the Project Officer (PO) (paragraph 7.). Deleted paragraph 8., DCC Staff

Responsibilities, and added new paragraph 8., Exceptions to Policy, to inform customers on kinds of exceptions that are permitted. Added paragraph 9., Emergency Situations, to inform customers on policies/procedures during various emergency situations.

1. General.

1.1. Commander's Intent. The commander's intent is threefold: (1) to ensure mission effective state of the art conference and communications capabilities, (2) to ensure the security and safety of conference attendees and classified information, and (3) to maintain a world class professional conference environment. The commander recognizes the DCC will be in high demand and requests for use will likely exceed its availability. Therefore, the DCC and this instruction prioritize the mission, security, and professionalism above all other considerations. The Installation Commander will act as the final approval authority for exceptions to this policy and for the master event calendar. The Installation Commander has designated the Director, DCC, as the approving authority for events held in the DCC with the authority to mediate conflicts due to necessary schedule changes.

1.2. DCC information is available on MacDill's public website at <http://www.macdill.af.mil/library/factsheets/factsheet.asp?id=4343>.

2. Policy.

2.1. Facility:

2.1.1. The DCC operating hours are 0730-1630, Monday through Friday, excluding holidays. This is a civilian and contractor-operated facility with monetary penalties associated with overtime compensation. Conference POs or customers are not authorized to obligate the U.S. government to any amount above that which is already appropriated. Exceptions for mission critical events must be submitted for approval to the Installation Commander through the Director, DCC.

2.1.2. The DCC is designed to host large, multi-day conferences. All changes of command, commander's calls, all hands, officer calls, noncommissioned officer (NCO) calls, airmen calls, etc., and other squadron/organizational-level activities (i.e., Booster Clubs) are prohibited in the DCC, to include those of 6 AMW and 927th Air Refueling Wing (927 ARW) agencies, United States Central Command (USCENTCOM), United States Special Operations Command (USSOCOM), Special Operations Command Central (SOCCENT), Joint Communications Support Element (JCSE), mission partners, and any other organizations assigned or otherwise attached to the 6 AMW and MacDill Air Force Base (AFB). Additionally, no fundraisers or tech expos are allowed at the DCC. Space for tech expos may be obtained from other base facilities such as the Bayshore Club, Surfs Edge Club, SeaScapes, or the Beach Club Bay Palms Golf Complex, etc.

2.1.3. To reserve the DCC, the PO must complete a DCC Scheduling Request and a PO Agreement (POA). The request will be made via e-mail (eventscheduling@macdill.af.mil) or telephone to the DCC Events Manager at Defense Switched Network (DSN) 968-6600, Commercial 813-828-6600, option 1. **Note:** To serve as an event PO, an individual must be a government employee, i.e., military, DoD civilian, etc. (contractors cannot serve as POs).

2.1.4. To meet the commander's intent of paragraph 1.1., food and beverage items are not permitted in the DCC unless provided by the Bayshore Club Catering Department. The one exception is capped bottled water that may be provided by conferees. The Bayshore Club Catering Department is the sole provider because its employees are subject to background checks and specific orders for maintenance and cleanup activities within the facility. The PO must directly contract with the catering department. Food and beverage consumption is restricted to tiled floor areas only and will not be permitted in any meeting rooms or suites, with the exception of capped bottled water.

2.1.5. The DCC parking lot accommodates 50+ parking spaces. These parking spaces are for DCC event attendees only. POs may submit a request for reserved parking for DVs attending a DCC event to the Events Manager. The Events Manager will provide the POs with the DV parking assignment. DV parking assignment is based on Protocol. In order to make every effort to accommodate our attendees' parking requirements, illegally parked vehicles will be ticketed (e.g., unauthorized vehicles parked in reserved or disabled parking spaces).

2.1.6. Moving of furniture by non-staff members is strictly prohibited; requests for room reconfigurations will be requested through the DCC staff.

2.1.7. The DCC is committed to promoting a healthy and safe environment. The DCC is a tobacco-free facility. Federal law prohibits smoking within the DCC, on the patio or within 25 feet of the doorways. Tobacco products to include smokeless (dip, snuff, chew, etc.) are strictly prohibited. The designated smoking area is located on the north side of the building.

2.1.8. Willful destruction/defacing of government property are punishable under the Uniform Code of Military Justice (UCMJ) and will be promptly reported to the 6th Security Forces Squadron (6 SFS).

2.1.9. POs are the responsible party for the facility and its contents. POs are responsible for ensuring attendees adhere to DCC policies/procedures. On a daily basis, prior to and after the event, the PO and a representative of the DCC staff will inspect the facility and document all damages, theft, or other abuse. Should any damage, theft, or other abuse to the DCC or its contents occur (such as broken furniture, carpet stains, etc.), it is the responsibility of the PO to remedy the situation. The PO can remedy the situation by either (1) providing payment for the damage or replacing the damaged item; or (2) identifying the individual responsible so liability can be assessed through all available means. If the PO fails to remedy the situation, the PO accepts full responsibility for the damage(s) and liability will be assessed against the PO personally through all available legal means. **Note: If an organization fails to comply with this paragraph, the organization's senior leader will be notified of the noncompliance and the organization will be excluded from holding an event in the DCC until reimbursement is made or liability is assessed.**

2.1.10. The DCC staff does not assume responsibility for the loss of or damage to personal property and equipment brought, shipped, or received into the center.

2.2. Displays/Exhibits:

2.2.1. The purpose of this policy is to provide a fair and consistent standard for the use of displays/exhibits in the DCC. For purposes of this policy, the terms "display" and "exhibit" are used interchangeably. Display space will be made available on a first-come, first-served basis. Guests of the DCC may not move any existing furniture during the set up or tear down of their exhibit. Use of areas within the conference center for displays will be in a manner that is consistent with other service objectives of the DCC. Requests for display areas will be coordinated with the DCC Events Manager and approved/disapproved by the DCC Director. The Director reserves the right to cancel any exhibit should conditions or situations warrant such action, and reserves the right to reject any part of an exhibit, prohibit an entire exhibit, or to change the manner of display. A detailed DCC directive will be provided to POs to ensure adherence to the policy.

2.2.2. Other displays, such as signs, posters, brochures, or any other printed material may NOT be affixed to walls, doors, windows, columns, terrace surfaces, steps, or any other area within the DCC. Should there be a requirement for posting/displaying printed items, the DCC staff must be contacted and easels will be made available as needed. This policy helps to maintain a professional image for the DCC and assures that visitors to this facility are treated to an immaculate conference center with unblemished walls, doors, windows, surfaces, etc.

3. Scheduling.

3.1. Priority order for scheduling events in the DCC is as follows:

3.1.1. Priority 1: Installation Commander, Commander, USCENTCOM, and Commander, USSOCOM (events attended by these individual commanders and approved at their Chief of Staff level). Priority 1 events may be scheduled up to 12 months in advance. Priority 1 events can bump lesser priority events with Chief of Staff's request and approval of the Installation Commander. The Installation Commander reserves the right to bump any scheduled event at any time.

3.1.2. Priority 2: The 6 AMW Commander (6 AMW/CC), 927 ARW Commander (927 ARW/CC), and all other 6 AMW, 927 ARW, USCENTCOM, USSOCOM, SOCCENT, JCSE, and other MacDill mission partner organizations. Priority 2 events may be scheduled up to 6 months in advance. Priority 2 events are reserved on a space available basis only and are subject to bumping at any time.

3.1.3. Priority 3: Off base DoD and other federal agencies. Priority 3 events may be scheduled up to 4 months in advance. Priority 3 events are reserved on a space available basis only and are subject to bumping at any time.

3.1.4. Priority 4: Promotion/retirement ceremonies for O-6s and above and E-9s on a space-available basis, and must be conducted/officiated by a general officer. On-site receptions require an exception to policy approved by the Installation Commander (see paragraphs 3.2.5., Receptions, and 8., Exceptions to Policy). Priority 4 events may be scheduled up to 2 months in advance. Priority 4 events are reserved on a space available basis only and are subject to bumping at any time. **Note:** Promotion/retirement ceremonies are scheduled on Fridays only.

3.2. Priority levels are determined by command levels. Therefore, if your event is a lower priority level event (such as priority 3), you cannot change your priority by having a higher priority level (such as priority 2) sponsor/schedule your event.

3.2.1. Events are confirmed upon receipt of the signed POA/liability statement. The POA holds POs responsible for any damages to the property caused by the activities of their event and/or failure to abide by the policies, rules, and regulations of the DCC. The POA is a legally-binding contract which must be read and understood in its entirety before signing. Changing POs or adding POs to the signed POA does not relieve the organization of its responsibilities with regards to the policies, rules, and regulations of the DCC.

3.2.1.1. Liability Statement: The PO is the responsible party for the facility and its contents. The PO is responsible for ensuring attendees adhere to DCC policies/procedures. On a daily basis, prior to and after the event, the PO and a representative of the DCC staff will inspect the facility and document all damages, theft, or other abuse. Should any damage, theft, or other abuse to the DCC or its contents occur (such as broken furniture, carpet stains, etc.), it is the responsibility of the PO to remedy the situation. The PO can remedy the situation by either (1) providing payment for the damage or replacing the damaged item; or (2) identifying the individual responsible so liability can be accessed through all available means. If the PO fails to remedy the situation, the PO accepts full responsibility for the damage(s) and liability will be assessed against the PO personally through all available legal means. **Note: If an organization fails to comply with this paragraph, the organization's senior leader will be notified of the noncompliance and the organization will be excluded from holding an event in the DCC until reimbursement is made or liability is assessed.**

3.2.2. Confirmed use of the center does not obligate the 6 AMW to provide additional support (e.g., security, protocol, lodging, communications, transportation, etc.) without 6 AMW/CC approval.

3.2.3. All site visits, dry-runs, and event set-ups must be scheduled in advance by the PO; walk-ins are not permitted.

3.2.4. Scheduling conflicts due to bumping will be handled by the DCC. The organization first receiving confirmation of space in the facility has priority. The organization exercising bumping rights completes DCC paperwork outlining requirements. The DCC staff will notify organizations with confirmed space that a request for bumping has been received and their event requirements need to be updated in writing. The DCC will coordinate with the two parties to bring about a favorable resolution.

3.2.5. Receptions. DoD 5500.7-R, *Joint Ethics Regulation (JER)*, Chapter 3, *Activities With Non-Federal Entities*, Section 2, Paragraph 3-211, provides guidance on the use of DoD owned facilities and equipment. Therefore, receptions (holiday, promotion/retirement, etc.) will be reviewed by the Judge Advocate (6 AMW/JA) who will perform a 7 factors test to determine if a reception is proper and will be allowed prior to the Installation Commander's decision.

3.2.6. DCC will reserve one full week for maintenance/training/flex time every other month (3rd week in January, March, May, July, September, and November) and the 3rd Friday of the opposite months (February, April, June, August, October, and December).

4. Communications Capabilities.

4.1. The DCC has access to the unclassified Air Mobility Command (AMC) Network and commercial high-speed internet. Both networks are available throughout the facility.

4.2. Secret Internet Protocol Router Network (SIPRNET) must be requested 30 days prior to an event. The PO is responsible for coordinating all requirements (i.e., drops, phones, laptops, etc.) with 6 CS or respective J6 communications division.

4.3. Unclassified copiers and fax machines are available for attendee use and are restricted to a total page count of 50 per event. All attendees will direct their copy requests through the PO. If more than 50 copies are required, the PO will be referred to their respective command or the Defense Automated Printing Service office.

4.4. Video teleconferences (VTC) are available in the CORONA Room up to the Secret level. To schedule a VTC, you must contact the DCC Events Manager, DSN 968-6600, or Commercial 813-828-6600, option 1, for room availability.

4.5. Secure telephones (STE) are available in the DV office suites.

5. Conference Space. Conference space consists of 5 meeting rooms. The Fire Marshall has established the maximum seating capacity for the rooms as stated in the following paragraphs.

5.1. Auditorium: Room can seat a maximum of 250 people (158 in main area and 92 in the balcony) and is available for briefings up to Secret and groups of 75 or more. The auditorium is the only room sized, configured, and equipped to support promotions/retirement ceremonies.

5.2. CORONA: Room can seat a maximum of 100 people and is available for briefings at the Top Secret level or events chaired by a General Officer, Flag Officer, Senior Executive Service, and the Installation Commander. This room is excluded from hosting promotions/retirement ceremonies.

5.3. MacDill Wing: Room can seat a maximum of 40 people classroom style (tables & chairs) or 80 theater style (chairs only) and is available for briefings up to Secret.

5.4. USSOCOM Wing: Room can seat a maximum of 42 people classroom style (tables & chairs) or 85 theater style (chairs only) and is available for briefings up to Secret.

5.5. USCENTCOM Wing: Room can seat a maximum of 42 people classroom style (tables & chairs) or 85 theater style (chairs only) and is available for briefings up to Secret.

6. Security Requirements and Responsibilities.

6.1. The PO is responsible for the effective safeguard and control of classified information. POs will serve as or appoint a Security Manager for their event. POs/Security Managers are responsible for reviewing and enforcing DoD 5200.1-R, *Information Security Program*, and Air Force Instruction (AFI) 31-401, *Information Security Program Management*. DCC security manager will provide POs with an on-site security briefing prior to the start of their event.

6.2. The DCC is an accredited facility for handling, discussing, and/or processing classified information (briefings/meetings) as listed below.

6.2.1. Auditorium. Available for events up to the Secret level with a requirement to post two guards, one on the lower level and one on the upper level, to control access throughout the entire event. POs/Security Managers must provide personnel to serve as security guards (including lunch and breaks) and limit access to a single point of entry during classified sessions. Events at or above the Top Secret collateral level need prior approval from the Command Special Security Office (SSO) (USCENTCOM or USSOCOM). If the SSO requests a sweep of the meeting space(s), coordinate with the DCC staff.

6.2.2. CORONA. Available for events up to the Top Secret collateral level with a requirement to post one guard to control access throughout the entire event. POs/Security Managers must provide personnel to serve as security guards (including lunch and breaks) and limit access to a single point of entry during classified sessions. Events above the Top Secret collateral level need prior approval from the Command SSOs (USCENTCOM or USSOCOM). If the SSO requests a sweep of the meeting space(s), coordinate with the DCC staff. **Note:** The CORONA Room is designated as a Temporary Secure Working Area (TSWA) to a classification level of Top Secret. It will remain secure at all times to ensure TSWA status. A 24-hour notice is required for TSWA capability. **Note:** The CORONA Room requires an on-site liaison regardless of classification level for duration of event.

6.2.3. MacDill/USSOCOM/USCENTCOM Wings. Available for events up to the Secret level with a requirement to post one guard to control access throughout the entire event. POs/Security Managers must provide personnel to serve as security guards (including lunch and breaks) and limit access to a single point of entry during classified sessions. **Note:** When broken down into smaller rooms, the wings must have the same classification, i.e., a mixture of classified and unclassified briefings are prohibited inside the wings when they are configured or broken down into smaller rooms. Events at or above the Top Secret collateral level need prior approval from the Command SSOs (USCENTCOM or USSOCOM). If the SSO requests a sweep of the meeting space(s), coordinate with the DCC staff.

6.3. Any requirements for SIPRNET must be requested through the PO's Command SSO. POs must ensure that SIPRNET connection is terminated at the end of each day.

6.4. Classified material will not be stored in the conference rooms. All classified materials must be removed from the facility at the end of each event day to include classified materials requiring destruction. The DCC is not equipped for destruction of classified materials.

6.5. The DCC has the capability to assign temporary access codes to the CORONA Room and the DV Suites area. This capability allows POs to control access to these areas. POs will maintain overall responsibility for safeguarding codes to these areas in compliance with DCC policy.

6.6. In the event of fire, natural disaster, or civil disturbance, the PO and attendees will evacuate the affected area immediately to prevent risk of injury or loss of life. Once cleared

to return to the facility, the PO will inventory all classified material immediately, then report the incident to their appropriate security manager.

7. Project Officer Responsibilities. The PO and the alternate PO are the authorized single points of contact for on-site event management and coordination with the DCC staff. The PO is responsible for the following:

7.1. Ensuring the event stays within the time allotted. *Note:* DCC hours of operation are 0730 to 1630. POs may enter the building at 0700 for setup with participants entering no earlier than 0730. POs must end their event at 1630 to allow 15-20 minutes to collect materials and exit the facility by 1700.

7.2. Checking-in/checking-out every day with DCC staff to review daily requirements.

7.3. Ensuring attendees adhere to the rules and policies of the DCC.

7.4. Enforcing fire code by never exceeding the room seating capacity.

7.5. Providing one augmentee support per 75 attendees to cover the hours of 0700-1645. Augmentee duties include, but are not limited to securing participant cell phones/personal digital assistants (PDA), answering a dedicated phone line, taking messages, and keeping the lobby clean and organized.

7.6. Providing all unclassified briefing materials to the DCC Audiovisual (AV) staff (Events Manager) at least 48 hours prior to the event date(s) to ensure they are compatible with DCC equipment in terms of formatting, colors, etc. The PO will be notified of current AV/information technology (IT) capabilities and support software when making reservations.

7.7. Submitting any requirement for VTC not later than 5 duty days prior to the planned VTC.

7.8. If PO duties are delegated to another individual prior to event start date or in the middle of an event, the new PO will be briefed on DCC policies/procedures and a new POA will be signed. If an off-base agency is sponsored by an on-base organization, both the on-base organization and the off-base agency will sign a POA.

7.9. Contacting base catering manager for all catering needs.

7.10. Ensuring all classified materials are removed from the facility at the end of each event day. The DCC is an unclassified facility--classified material will not be stored in the facility.

7.11. Ensuring furniture remains in place.

7.12. Remaining in the facility until cleared by DCC staff. *Note:* The PO and a DCC staff member conduct an end-of-day sweep of conference room(s) to ensure SIPRNET has been deactivated (PO calls Command J6), all classified materials/equipment have been removed from the DCC, and room condition has been inspected (e.g., no spillage on carpet, writing/adhering items on walls, etc.).

7.13. Adhering to 6 AMW guidance during real world crisis (e.g., civil disturbances, natural disasters, major accidents, etc.).

8. Exceptions to Policy. Organization requesting exceptions to policy will submit the requirements from the respective organization's Chief of Staff. The DCC Exception to Policy

procedures will be provided by the Events Manager. A detailed DCC directive will be provided to POs to ensure adherence to DCC policy.

8.1. Exception to Policy for Food Catering Services. The respective Chief of Staff for USSOCOM and USCENTCOM can request an exception to policy as stated in paragraph 2.1.5. of this instruction to the Installation Commander through the Director, DCC. This is to allow catering other than Bayshore Club Catering Department for the Commanders of USSOCOM and USCENTCOM and their respective deputies' special functions. This exception to policy, when granted, allows for outside commercial catering services in the DCC. The requesting command protocol and POs are responsible for coordinating with the DCC staff to ensure the hired caterers accomplish set-up before and teardown/cleanup after the event.

8.2. Exception to Policy for Extended Hours. The respective organization's Chief/Director of Staff can request an exception to policy to the Installation Commander through the Director, DCC, for extended hours to support significant high-level, mission-critical events in the DCC.

8.3. Exception to Policy for Consumption of Alcoholic Beverages. The DCC is not a designated facility for alcoholic beverage consumption. Generally, the consumption of alcoholic beverages is reserved for designated social facilities such as the Bayshore Club, Surf's Edge Club, Seascapes, and other base facilities where alcoholic beverages can be consumed and properly monitored. However, the Installation Commander can approve an exception to this rule, but only for significant high-level DCC events. The respective organization's Chief/Director of Staff can request an exception to policy to the Installation Commander through the Director, DCC, for consumption of alcoholic beverages in the DCC.

8.4. Exception to Policy for Receptions. The Installation Commander is the approval authority for receptions in the DCC. In accordance with the Joint Ethics Regulation (JER), all requests for receptions (e.g., holiday, promotion, retirement, etc.) must be staffed through 6 AMW/JA for legal review. Requesting organization will submit the request for exception to policy through the Director, DCC. The Director will process the request through 6 AMW/JA and forward the legal review to the Installation Commander for approval/disapproval.

9. Emergency Situations.

9.1. Emergency Evacuation: An evacuation may be called for any situation, e.g., fire, bomb threat, etc., that is likely to threaten the safety of building occupants. DCC staff personnel will direct the evacuation of the facility.

9.2. Weather and Natural Disasters: The 6 AMW/CC through the Crisis Action Team (CAT) will determine when to cease DCC operations due to severe weather.

9.3. Power Outages: In the event of a power outage, the DCC generator will supply power to the CORONA Room and Auditorium. The remaining meeting rooms will be without power.

9.4. Shelter-In-Place (SIP): SIP is a precautionary measure to keep attendees safe while remaining indoors. During an emergency, i.e., hazardous materials, chemical or biological materials, or terrorist activity, attendees will be directed by DCC staff to shelter-in-place.

10. Forms Adopted.

AF Form 847, *Recommendation for Change of Publication*.

LENNY J. RICHOUX, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 31-401, *Information Security Program Management*, 1 November 2005

AFMAN 33-363, *Management of Records*. 1 March 2008

AFPD 90-1, *Policy Formulation*, 6 October 2010

DoD 5200.1-R *Information Security Program*, 14 January 1997

DoD 5500.7-R, *Joint Ethics Regulation (JER)*, 6 August 1998

MACDILLAFBI 90-200, *Davis Conference Center*, 22 August 2006

Abbreviations and Acronyms

6 AMW—6th Air Mobility Wing

6 CS/DCC—6th Communications Squadron, Davis Conference Center

6 SFS—6th Security Forces Squadron

927 ARW—927th Air Refueling Wing

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

AV—Audiovisual

CAT—Crisis Action Team

CC—Commander

DoD—Department of Defense

DSN—Defense Switched Network

DV—Distinguished Visitor

GPC—Government Purchase Card

IT—Information Technology

JA—Judge Advocate

JCSE—Joint Communications Support Element

JER—Joint Ethics Regulation

NCO—Noncommissioned Officer
OPR—Office of Primary Responsibility
PDA—Personal Digital Assistant
PO—Project Officer
POA—Project Office Agreement
POC—Point of Contact
RDS—Records Disposition Schedule
SIP—Shelter-In-Place
SIPRNET— Secret Internet Protocol Router Network
SOCCENT— Special Operations Command Central
SSO— Special Security Officer
STE—Secure Telephone
TSWA— Temporary Secure Working Area
UCMJ— Uniform Code of Military Justice
USCENTCOM— United States Central Command
USSOCOM— United States Special Operations Command
VTC—Video Teleconference